

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST Kampala, Uganda	2. AGENCY USAID	3a. POSITION NO.
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☒ No

4. REASON FOR SUBMISSION

- ☐ a. Reclassification of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)
- ☒ b. New Position
- ☐ c. Other (explain) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority EXO	Program Management Specialist/Env., Nat. Resources & Climate Change (ENRCC)	FSN	10	
b. Other				
c. Proposed by Initiating Office Economic Growth				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE Vacant
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8. OFFICE/SECTION Office of Economic Growth	a. First Subdivision Environment and Natural Resources Management
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and Responsibilities of my position. <div style="text-align: center; padding: 10px;">Vacant</div> <div style="display: flex; justify-content: space-between; font-size: small;"> _____ Typed Name and Signature of Employee _____ Date(mm-dd-yy) </div>	10. This is a complete and accurate description of the duties and Responsibilities of this position. <div style="text-align: center; padding: 10px;"></div> <div style="display: flex; justify-content: space-between; font-size: small;"> _____ Typed Name and Signature of Local Supervisor _____ Date(mm-dd-yy) </div>
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <div style="text-align: center; padding: 10px;"></div> <div style="display: flex; justify-content: space-between; font-size: small;"> _____ Typed Name and Signature of American Supervisor _____ Date(mm-dd-yy) </div>	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <div style="text-align: center; padding: 10px;">Edward Michalski</div> <div style="display: flex; justify-content: space-between; font-size: small;"> _____ Typed Name and Signature of Human Resources Officer _____ Date(mm-dd-yy) </div>
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13. BASIC FUNCTION OF POSITION

The incumbent of this position serves as a Program Management Specialist on the Environment, Natural Resources and Climate Change (ENRCC) Team within the Economic Growth (EG) Office, which also includes the Agriculture, Private Sector and Vulnerable Populations units. The ENRCC Team consists of three foreign service nationals; one USDH Environment Officer; and one USDH Team Leader, to whom the incumbent will report. Currently the total ENRCC portfolio is valued at approximately \$25 million, with an estimated annual expenditure rate of \$8 million. The incumbent will provide program management expertise to the team and contribute to the implementation and financial management of this technically complex portfolio. The incumbent will collaborate closely with the ENRCC Team Leader, other ENRCC team members, and staff in other EG Office units and throughout the Mission to enhance the success of USG efforts related to biodiversity conservation and climate change. This position contributes to the strategic, technical, and management expertise necessary for the Mission to manage and successfully implement biodiversity conservation and climate change activities in USAID/Uganda's portfolio.

14. MAJOR DUTIES AND RESPONSIBILITIES

The incumbent will share responsibility with other EG Office staff for achieving the Development Objective 1 Results Framework objective of increasing economic growth from the agriculture and natural resources base in selected areas and population groups, and particularly in contributing to the ENRCC team's objective of mitigating natural resource base degradation to protect future biodiversity value. The Program Management Specialist will be expected to contribute to team and office success in each of five areas: 1) applying technical expertise to ENRCC activities; 2) managing ENRCC activity funding instruments and implementing partners; 3) contributing to and collaborating with the EG Office and other USAID/Uganda offices and teams to achieve and report on development results; 4) cultivating and maintaining effective relationships with GOU, the private sector and development partners; and 5) managing relationships with other US government entities including USAID/Washington, other Missions, the US Embassy, and others as needed.

1. Apply technical expertise to ENRCC activities 20%

- Apply technical expertise to the design, implementation, monitoring and evaluation of the ENRCC team's biodiversity conservation and climate change activities.
- Provide technical information to the Mission, GOU officials, other Economic Growth Office and Mission activity managers, and other partners as it relates to biodiversity conservation, climate change, and other environmental issues and constraints.

2. Manage ENRCC activities and implementing partners 50%

- Foster collaboration, participation, and agreement among implementing partners in the implementation and monitoring of USAID-funded biodiversity conservation and climate change activities.
- Review, critique and approve project planning, implementation and monitoring documents including work plans, quarterly and annual reports, project management plans, etc.
- Monitor activity spending; review and respond to quarterly accruals and pipeline analysis.
- Take a field-based approach to monitoring implementation of biodiversity conservation and/or climate change activities to ensure the accuracy of their reporting and progress toward meeting project goals.
- Ensure compliance with USAID regulations in all aspects of project implementation.

3. Contribute to and collaborate with the Economic Growth Office and other 10% USAID/Uganda offices and teams to achieve development results.

- Maintain up-to-date knowledge and information on all issues that relate to effective implementation of the biodiversity conservation and climate change components of the Development Objective 1 Results Framework; its goal, purpose and objective; its design and relationship to other initiatives in Uganda; its geographic target areas; its participating partners; and its operating procedures and methodologies.
- Participate fully in the achievement of EG Office and other Mission goals and objectives by encouraging team work, facilitating the exchange of information, and promoting effective management of integrated program activities.
- Provide information and recommendations to the ENRCC Team Leader and EG Office Director and Deputy Director on issues, implementation problems, funding limitations, donor and government constraints and/or other constraints that may affect achievement of desired results.

- Assist in preparing ENRCC input into the Mission's Operating Plan, annual planning and performance monitoring, including reporting on results achieved and resources required. Document key success stories, prepare issue papers, background memoranda, presentations, briefings, etc. as needed.

**4. Cultivate and maintain effective relationships with GOU, the private sector
10%
and development partners.**

- Participate in meetings and events and collaborate actively with appropriate GOU and private sector institutions and organizations, development partners (e.g. donors, multi-lateral development organizations, NGOs, etc.) to ensure effective coordination and implementation of Mission biodiversity conservation and/or climate change program activities. Represent the ENRCC Team in designated donor coordination meetings, and in advisory, technical, or steering committee meetings dealing with biodiversity conservation and/or climate change activities.

**5. Managing relationships with other US government entities including
10%
USAID/Washington, other Missions, the US Embassy, and others as needed.**

- Liaison with USAID E3 and Africa Bureau Offices on technical, policy, and programmatic issues related to biodiversity conservation, climate change and other environmental issues. Develop and maintain working relationships with relevant staff in USAID/East Africa and acquire knowledge of regional environmental issues and programs relevant to Uganda. Develop and maintain strong working relationships with appropriate staff of the Embassy and other U.S. Government agencies to ensure that effective coordination is maintained.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

A Master's Degree in field relevant to development assistance such as ecology, forestry, agronomy, biology, climate change or range science.

b. Prior Work Experience:

Six to eight years experience of progressively responsible, professional experience in the field of development At least five years experience in development assistance, or related work for USAID, other donor agencies, host government organizations or private sector institutions. Demonstrated knowledge of supporting a comprehensive approach to biodiversity and conservation is required including strategic planning, project development, monitoring and reporting.

c. Post Entry Training:

Training as a USAID AOR/COR (i.e project manager) in acquisition and assistance and project management is required for the position; additional training in project design and management, monitoring and evaluation, etc. may be necessary.

d. Language Proficiency:

Level IV English is required.

e. Knowledge:

Thorough knowledge of the concepts, principles, techniques and practices of biodiversity conservation and/or climate change. Demonstrated understanding of Uganda's economic, political, social and cultural characteristics and the history of development assistance, in particular related to biodiversity conservation and/or climate change. Awareness of Uganda's development prospects and priorities related to biodiversity conservation and/or climate change. Solid understanding of USAID's business processes for acquisition and assistance including planning, formation and administration; how to manage USAID's procurement and assistance instruments; and how USAID partners do business.

f. Skills and Abilities:

Ability to effectively prioritize tasks and exercise sound judgment and decision-making in a very fast paced, dynamic environment. Independently and effectively plan, organize, manage and evaluate important and complex projects for individual and team work. Obtain, analyze and evaluate a variety of data and to organize and present it in meaningful terms to others. Excellent analytical skills to review and provide substantive feedback on documents including concept papers, program descriptions/scopes of work, annual submissions for OPs and PMPs, oral and written feedback to implementing partners, and other technical and programmatic documents. Draft factual and interpretive reports covering complex subject matter. Provide information and advice in an objective and fact-based manner. Liaise with other members of the Economic Growth Office and across the Mission to ensure planning, monitoring and strategic coordination is integrated and cohesive. Coordinate with other USG agencies including the U.S. military to ensure effective partnering and leveraging of resources to achieve overarching Mission objectives. Establish and maintain positive working relationships with a variety of stakeholders including senior level Government of Uganda colleagues, senior level managers and technical staff of development partners, U.S.G. Chiefs of Party and project staff, senior level representatives and influential people from civil society, the private sector and other stakeholders in order to represent and defend USAID development policies and programs and to explain and interpret host-country attitudes, priorities, and concerns to senior USAID officials. Excellent communication skills – oral and written – pertinent to all elements of work. Excellent interpersonal skills, including diplomacy and tact, to deal effectively with senior officials from all levels, manage divergent points of view, set forth new ideas, etc. High degree of computer proficiency in Microsoft Word and Excel.

16. POSITION ELEMENTS

a. Supervision Received

The Program Management Specialist will receive broad guidance and technical direction from and will be supervised by the ENRCC Team Leader and also under the direction of the Economic Growth Office Director and Deputy Director. Assignments will primarily be geared toward meeting program objectives and achieving desired results. Accomplishments are evaluated for conformance with policy and success in achieving USAID/Uganda objectives. The incumbent will keep the supervisors updated through copying on relevant correspondence, periodic status reports and verbal briefings.

b. Available Guidelines

Host country laws, USAID Handbook/ADS on project implementation, commodity procurement, contracting and policy and other regulations. The handbook guidance are supplemented by Mission Orders governing policy, procedures and regulations, the FSN handbook, mission organigram, and position description.

c. Exercise of Judgment:

The Program Management Specialist will exercise substantial judgment and initiative as one of five staff members responsible for ensuring strategic and technical integration across the portfolio and with other offices; and ensuring project management is maximized for improving integration, efficiency and overall results.

d. Authority to Make Commitments:

While having no commitment authority, per se, the incumbent has considerable responsibility in helping to resolve problems arising on the team or within a project, and is expected to learn when to include appropriate Mission staff such as the ENRCC Team Leader, Economic Growth Office Director or Deputy Director, RLA and A&A staff. Analysis and recommendations for USAID/Uganda action will be given considerable weight when Mission policy decisions are made.

e. Nature, Level and Purpose of Contacts:

Must be able to develop and maintain contact with all levels of staff in the Mission, including the Embassy, CDC, the U.S. military and other USG agencies. An extensive range of contacts within the biodiversity conservation and/or climate change communities including senior government staff, managerial and technical staff with GOU, heads of agencies, development partners, senior representatives from civil society and private sector for purposes of strategic and technical planning, collaboration, harmonization and coordination, project implementation and integration, obtaining and interpreting information relevant to SO7 results, etc. Primary contacts are at the Minister's Personal Assistant, Permanent Secretary and Director General level in the relevant Ministries, high ranking official and technical staff in parastatals, private and donor communities. Provides senior level representation at interdisciplinary, multisectoral strategic planning and technical forums. Must be able to interact with high level U.S. and other

delegations including representing USAID at briefings, site visits and other interactive events.

f. Supervision Exercised:

None.

g. Time Required to Perform Full Range of Duties after Entry into the Position:

One year.